

East Hampton Board of Assessment Appeals

Pursuant to C.G.S §12-111, an application to appeal an assessment must be filed :This year applications must be filed on or before **March 18, 2011**, **All sections must be completed.** The Board of Assessment Appeals does not need to hear incomplete applications. Please print or type.

Applications may be sent to:

East Hampton Board of Assessment Appeals
20 East high Street
East Hampton, CT. 06424

Application to Appeal

860-267-9262

Property Owner:		Grand List of:	List No.:
Name		Property Description:	
Address		No. & Street	
City/State/Zip		Map/Block/Lot	(if available)
Phone#		Property type	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Motor vehicle <input type="checkbox"/> Personal property
Appellant:		Reason for appeal:	
Name			
Address			
City/State/Zip			
Correspondence & Contact:		Appellant's estimate of value:	
Name			
Address			
City/State/Zip			
Phone No.		(attach documentation of value, if applicable)	
Signature of Property owner or duly authorized agent(attach evidence of authorization)			Date
X			

Board of Assessment Appeals has:	Date	Time	Place
scheduled an appointment as follows			

Appeal Summary

Assessments	Grand List	Board of Assessment Appeals
Land		
Building		
Miscellaneous		
Total		
Motor Vehicle		
Personal Property		

Board of Assessment Appeals: (signatures)

X X

X Date of Board's Decision:

Copies: 1. Board of Assessment Appeals (3) 2. Assessor 3. Appellant - Board of Assessment Appeals Summary 4. Appellant hearing date

GENERAL INSTRUCTIONS AND INFORMATION

1. The **prescribed Appeal Form** is on the reverse side of this letter.
2. Please complete **one Appeal Form** for each property being appealed.
3. Please complete **all** sections of the Appeal Form as indicated.
4. If someone is coming in as your agent, a completed **Affidavit for Agent Form** must either be attached to the Appeal Form or presented at the time of your appointment. The Affidavit for Agent form is available in the Assessor's Office and online at www.easthamptonct.gov
5. The Appeal Form must either be hand delivered to the Assessor's Office **no later than** March 18, 2011 (the Assessor's Office closes at 12:30pm) or be U.S. postmarked by March 18, 2011. The mailing address is: East Hampton Board of Assessment Appeals, 20 East High Street, East Hampton, CT 06424. (Section 12-111 CGS). Your supporting documents **do not** have to be filed with your application. Only the Appeal Form must be filed **no later than** March 18, 2011.
6. Your Hearing will take place **during the month of April**. You will receive notification of your April Hearing by mail. Your Hearing notice will be mailed **no later than** April 1, 2011.
7. **The time and date of your Hearing can not be changed.** Failure to appear before the Board of Assessment Appeals, or failure of your agent to appear, or refusal to be sworn by this Board, or refusing to answer all questions shall waive your rights to this appeal. (Section 12-113 CGS)
8. Please bring **copies** of any appraisals, maps, deeds or other documentation that you want the Board of Assessment Appeals to review. These items will become a **permanent part** of your appeal file. (Copies will not be available.)
9. Hearings are limited to **thirty minutes each**.
10. A decision will **not** be made at the time of your Hearing. The Hearing is your opportunity to present your opinion of value and to submit any and all information in support of that value. In May 2011, the Board of Assessment Appeals will mail a "change form" or "no change form" to you.
11. **To appeal the decision of the Board of Assessment Appeals**, you must file with the Superior Court "within two months from the date of the mailing of notice of such action" (Section 12-117a CGS).
12. The Assessor's Office is **not** the Board of Assessment Appeals. It acts as a mail drop and meeting place only.